



नेपाली राजदूतावास, सिओल
Embassy of Nepal, Seoul
주한 네팔 대사관, 서울

Ref No. : 077-18

Vacancy Announcement

Applications are invited from the suitable candidate for the following vacant post in this Embassy.

Job Title: Interpreter/Public Relations Officer

Work Responsibilities: Handling the Consular works of mission (passport, visa, attestation etc.), issuing receipt of payment for consular services, handling mails by post related to consular works, Interpretation work especially in the case of EPS worker, Inventory management & Procurement of embassy and other jobs as required by the mission.

Skill Requirement: Fluency in English and Korean Languages (both written and spoken). Further knowledge of Nepalese Language will be an advantage. Skill in operation of general office equipment. Knowledge of basic computer.

Experience: worked before in office management, secretariat job, keeping records of work, logistics management. (Similar job experience will be added advantage for selection)

Minimum Qualification: Bachelor level or equivalent. (Higher qualification will be plus point)

Age limit: 21-50.

Salary: As per Nepal Government rules and regulations

Only short-listed candidates will be called for interview and the date of interview will be informed through telephone.

The selected candidate will be appointed in contract basis for one year with 3-month probation period and the contract will be renewed every year on the basis of work performance.

Interested candidates can send their application via email or post along with full CV, Academic Certificates, Health Report, Police Report, Computer Proficiency Certificate, Experience Certificate, Passport or citizenship copy no later than 15 July 2021 from the date of this notice publication. The candidate should present their original documents at the time of Interview.

Embassy of Nepal, Seoul

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